

Job Description:

Education Program Manager



The Education Program Manager is primarily responsible for all aspects of the adult education program including management of program budget and work plan, supervision of staff and development, scheduling and teaching of classes and workshops and in general ensuring program success. This position will also work closely with the Director of Education Programs and the Children's Program Manager to align the adult and children's programs, and will spearhead the effort in both programs to document curriculum, develop processes and procedures, and explore new opportunities.

Seattle Tilth specializes in hands-on education and our workshops cover topics including growing organic fruits and vegetables, building healthy soil, raising backyard livestock, preserving the harvest and various permaculture topics.

JOB RESPONSIBILITIES

- **Oversee programs to ensure quality; including program delivery, scheduling, and curriculum development.**
- **Supervise staff educators, interns and volunteers.**
- **Develop and manage program budget and work plan.**
- **Responsible for planning, tracking and reporting on program deliverables.**
- **Create and develop curriculum, outlines, handouts and visual aids for classes.**
- **Fulfill speaking engagement requests.**
- **Teach beginning to advanced organic gardening topics to a diverse range of people. Teaching includes hands-on demonstrations in the garden and classroom lecture-style teaching.**
- **Identify new opportunities, develop new programs, seek out new partnerships and maintain community relationships.**
- **Write articles for Seattle Tilth newsletters, attend staff meetings, support events and other duties related to being a member of the Seattle Tilth staff.**

APPLICANT REQUIREMENTS

- **Experience managing educational programs; including developing and managing budgets and work plans, and supervising staff.**
- **Experience developing curriculum and teaching adults and/ or children on a community-based level; experience in environmental education or teaching food gardening preferred.**
- **Strong organic vegetable gardening and composting knowledge and hands-on experience, especially in an urban environment; interest in urban livestock, food preservation and permaculture is important.**
- **Strong computer, organizational and time management skills.**
- **Self directed; able to work independently and in a team.**
- **Able to work evenings and weekends.**
- **Have vehicle and be able to transport self and teaching materials to class locations throughout greater Seattle area.**

- **Must be willing to work outside in all kinds of weather. Job requires occasional heavy lifting up to 50 lbs.**

To apply, please submit a resume and letter of interest outlining 1) your experience with the identified content areas and 2) why you are interested in this position by February 24th, 2012. Applications will be reviewed as received.

Seattle Tilth is an equal opportunity employer. People of color are encouraged to apply.

Email all materials to the attention of the Education Program Manager Hiring Committee at: carrievogelzang@seattletilth.org

Seattle Tilth inspires and educates people to grow food organically, conserve natural resources and support local food systems in order to cultivate a healthy urban environment and community.